

Vacancy Details

Personnel Notice:	34-15
Date Announced:	03/26/2015
Closing Date:	4/14/2015
Command:	Military Sealift Command
Grade:	GS-12/13/14
Type:	Assistant Counsel

There is an expected vacancy in the Military Sealift Command (MSC) Office of Counsel for an attorney to serve as an assistant counsel with primary duties in civilian personnel law. This position will be filled in Norfolk, Virginia; where MSC is consolidating the Office of Counsel over the next two years. The MSC Office of Counsel consists of twenty-nine attorneys and five support staff members assigned to offices located in the Norfolk headquarters as well as the Washington Navy Yard, San Diego, Singapore, Italy, and Bahrain.

The MSC Office of Counsel provides legal services to MSC headquarters and field activities. MSC is a major Navy Command and a component of the joint service United States Transportation Command. MSC is responsible for a variety of missions, including providing strategic sealift for the Department of Defense, direct fleet support to the Navy combatant fleet, and conducting special missions involving the operation of ships for Department of Defense components. MSC is unique in that it is both a fleet operational agency and a procurement activity. MSC operates a fleet of approximately 110 Government-owned and privately-owned Government chartered ships consisting of dry cargo vessels, tankers, naval auxiliary ships, and special mission ships. MSC's Government-owned ships are operated either by civil service mariners or contract operators who employ private sector mariners. For additional information on MSC and the Counsel for the Military Sealift Command, go to www.msc.navy.mil/.

The incumbent is expected to be responsible for matters that fall within the traditional Department of the Navy OGC areas of practice, with an emphasis on civilian personnel law matters, labor law and litigation related to these practice areas. The successful applicant is expected to render legal advice and assistance, performs legal research, develop, prepare, advise, and represent MSC in a broad range of legal issues to include civilian personnel law, equal employment opportunity law, discharge and discipline matters and labor-management relations matters as well as standards of conduct, ethics and administrative law matters. The successful candidate will be expected to assist in matters before the Merit Systems Protection Board (MSPB), the Equal Employment Opportunity Commission (EEOC), and Federal Labor Relations Authority. This attorney will also be expected to provide support in traditional OGC areas of practice such as Freedom of Information Act and Privacy Act law, Personally Identifiable Information protection practices, ethics, and administrative investigations.

This position has a full performance level of General Schedule (GS) - 14 and is expected to be filled at the GS-12, 13 or 14 levels, depending upon the qualifications of the successful applicants. Eligibility at the GS-14 level requires applicants possess at least three and one-half year of recent and relevant experience in traditional federal sector civilian personnel law areas with specific experience before the MSPB or EEOC. Applicants must have more than two years of recent and relevant experience in civilian personnel law practice in order to be eligible for selection at the GS-13 level. To be considered at the GS-12 level, applicants must have two years of experience which includes practice in general litigation or employment law.

Candidates applying for consideration must identify the GS level at which they wish to be considered and will be evaluated on the following criteria: (1) the relevancy of their civilian personnel law experience; (2) their written and oral communication skills; (3) their record of success contributing to a legal team/organization; and (4) familiarity with MSC and the Department of the Navy. Experience representing management in collective bargaining agreements and related grievances will be favorably considered.

The successful applicant must have graduated from a law school accredited by the American Bar Association, be an active member in good standing of the bar of the highest court of a State, U.S. Commonwealth, U.S. territory, or the District of Columbia, and be admitted to practice before a state or federal court. U.S. citizenship is a requirement and the successful applicant must be able to obtain and maintain a SECRET security clearance.

To apply for this vacancy, applicants must submit a resume and cover letter that address the evaluation criteria for this position. Applicants selected for interviews will be asked to provide writing samples, references, and their two most recent performance appraisals. These materials will be considered in the evaluation process. Electronic applications are requested and may be submitted to Ms. Sandra Dickerson, Office of Counsel, MSC Norfolk at Sandra.Dickerson@navy.mil. Applicants should also contact Ms. Dickerson in the event they have questions about this position. Documents not sent electronically should be sent by some form of express delivery to:

Ms. Sandra Dickerson

Office of Counsel, Military Sealift Command Norfolk, N00L
471 East C Street, Building SP-48
Norfolk, Virginia 23511-3392

This personnel notice will close on April 14, 2015, and applications must be received by 11:59 PM Eastern Standard Time on that date to be considered. If the successful applicant is not a current member of Navy OGC, the hiring action can commence only after the submission of those items identified in the "Instructions for New OGC Attorneys" section on the Navy OGC public website (see the "Careers" section of www.ogc.navy.mil).

Applicants eligible for Veterans' Preference must specifically claim such eligibility in their cover letter, identify the basis for the claim, and include supporting documentation (e.g., the DD214, Certificate of Release or Discharge from Active Duty or other supporting documentation) with their submission. Not all veterans are preference eligible. For a summary of time periods, campaigns and conditions that entitle an applicant to preference eligibility, please visit www.opm.gov/veterans and review the "Vets Info Guide" and the "Vets Guide." There is no formal rating system for applying Veterans' Preference for attorney appointments in the excepted service; however the Department of the Navy Office of the General Counsel considers veterans' preference eligibility a positive factor in the attorney hiring process. Applicants who do not claim and do not provide adequate supporting documentation for Veterans' Preference will not receive this positive factor consideration.

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy or gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

Reasonable Accommodation Policy Statement:
https://help.usajobs.gov/index.php/Reasonable_Accommodation_Policy_Statement

Legal and Regulatory Guidance: https://help.usajobs.gov/index.php/Legal_and_Regulatory_Guidance

Relocation expenses are not available.

THE DEPARTMENT OF THE NAVY IS AN EQUAL OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER

The Department of the Navy is an Equal Opportunity/ Reasonable Accommodation Employer. All hiring and advancement in the Office of the General Counsel is based on merit without regard to race, color, national origin, religion, age, sex, sexual orientation, disability, political affiliation or marital status.

The Department of the Navy provides reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should inform the individual identified in the personnel notice. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

VETERANS PREFERENCE IN HIRING

Department of the Navy attorney positions are in the excepted service, not the competitive civil service. There is no formal rating system for applying veterans' preference to attorney appointments in the excepted service; however, the Department of the Navy considers veterans' preference eligibility as a positive factor in attorney hiring. If you are eligible for veterans' preference in hiring, you are encouraged to include that information in your application along with the supporting documentation, e.g., DD 214. Not all veterans are eligible for veterans' preference. To find out if you are, you may visit the Veterans' Preference Advisor, operated by the Department of Labor at <http://www.dol.gov/elaws/vets/vetpref/vetspref.htm>.